

**Virginia Department of Historic Resources
Work Plan Implementing the Agency's Biennial Strategic Plan and
Statewide Comprehensive Preservation Plan
October 2001-September 2002**

Mission: Put Virginia's History to Work

Each year the Department recommit itself to encourage and support the identification, stewardship and use of Virginia's significant historic, architectural, archaeological and cultural resources for maximum economic, educational and cultural benefits. It makes a particular commitment to supporting a statewide vision for a healthy economy and community vitality as the Commonwealth moves toward its 400th anniversary in 2007. During the coming year of October 2001 through September 2002 the Department will take the following actions to meet its ongoing goals and objectives.

Goal I: Sustain and support communities, organizations and agencies at all levels in their efforts to make historic resources a viable part of their environment well into the future

The Department is committed to encourage, stimulate, and support the identification, evaluation, protection, preservation, and rehabilitation of the Commonwealth's significant historic, architectural, archaeological, and cultural resources

Objectives:

A. Empower individuals, organizations and agencies at all levels to manage and use the full range of historic resources to benefit themselves and their communities

Strategies:

Broad, community-based services:

Community Awareness Campaign

Empower and motivate Community Awareness Campaign participants to promote the economic, educational, tourism, and civic potential of historic preservation for maximum benefit to their communities

- Provide training to toolbox advocates
 - Conduct training in the Valley/Northern Virginia on how to put historic resources to work in local comprehensive plans
 - Conduct a workshop for toolbox advocates at in Richmond on the day of the PAV reception for legislators in the following areas:
 - New training for new toolbox volunteers
 - Developing a local campaign committee and heritage alliances

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- Establishing local recognition programs
- Observing Preservation Week
- Financial incentives for historic preservation
- PAV programs and conference participation
- Strengthen the CAC network by
 - Inviting the PAV to become more engaged in the campaign
 - Developing a local campaign committee and heritage alliances
- Make tools in the toolbox more accessible by
 - Converting at least 2 toolbox items for that section of the web site
 - Disseminating existing publications to all toolbox carriers
 - Developing at least one new and/or improved “tool” for the toolbox

Strengthen coordination of the campaign by establishing an interdivisional task force to assess the strengths and weaknesses of the campaign and to recommend strategies for 2002-2003. The task force will include staff in both CSD and RID and meet at least quarterly through the year.

Survey and Inventory

Fulfill state/local survey partnership by increasing historic resource database by 5% in the coming year – 7000 architectural resources and 700 archaeological sites through a combination of state funded state/local survey & planning projects and surveys conducted pursuant to Section 106 review. **(F/S&I)**

Architectural Survey	7000 properties added to inventory
Acreage (reconnaissance)	250,000
Acreage (intensive)	750
Archaeological Survey	700 Properties
Acreage (reconnaissance)	75
Acreage (intensive)	500
Survey Projects	Fifteen
Presentations/Workshops	Two
Survey Reports	Three
Archaeological Reports	Three

- Regional office staff, in coordination with RID, will monitor and bring to completion by October 2002 (unless otherwise noted in the contract) the following projects: **(S)**
 - CRPO: **Richmond** (city) (completion of the Union Hill Historic District due by Dec. 2001); **Scottsville**: (updated survey and revised National Register nomination); **Hopewell** (preparation of a downtown historic district); **Clarksville** (survey and preparation of a National Register historic district nomination);
 - PRPO: **Suffolk** (architectural survey and preparation of an expanded downtown historic district); **Westmoreland** County (archaeological assessment of the county); **Chesapeake** (survey and preparation of three National Register nominations) **Norfolk** (survey and preparation of two historic district National Register nominations)

- RRPO: **Bristol** (two National Register nominations); **Grayson** County (countywide architectural survey); **Wise** County (two historic Districts); **Roanoke** (survey of downtown architectural resources); **Washington** County (county wide archaeological survey of pottery sites)
- WRPO: **Loudoun** County (preparation of a historic district nomination for Ashburn); **Prince William** County (an archaeological survey of Rippon Lodge property) **Fauquier** County (a countywide survey and preparation of 10 PIFs for potential small districts); **Waynesboro** (survey and preparation of three historic districts – one is completed); **Front Royal** (update of survey and preparation of a downtown historic district-completed date October 31, 2002).; **Arlington** (Phase VI of a comprehensive architectural survey of the county); **Rappahannock** County (countywide architectural survey- local funding only)
- RID and regional office staff will solicit proposals from local governments (2nd Qtr); evaluate proposals (based on statewide survey priorities identified in 2000-2001, Virginia 2007 themes, and local/regional needs identified by locality and regional advisory committees); develop contracts, and secure professional consulting services to carry out projects awarded (3rd Quarter) for project to start during the 4th Quarter and continue into 2002-2003.
 - CRPO will target Brunswick County; Lunenburg County; Town of Mineral.
 - PRPO will target Isle of Wight County, King William County, Northumberland County, and Surry County.
 - RRPO will target Radford, national register nomination for West Ward Commercial Historic District. Rockbridge County, survey report for the comprehensive architectural survey conducted by local APVA chapter volunteers.
 - WRPO will target Orange County, and the City of Winchester
- Develop and implement a strategic plan for survey of a full range of historic resources state-wide
 - RID in consultation with RSR and regional offices will identify thematic and regional survey gaps (on biennial cycle) using technology associated with the new resource database management program.
 - Regional offices will conduct limited surveys and field testing to promote professional interest in larger theme studies of significant resources as follows:
 - CRPO: Will continue to do background research, professional consultation and limited testing on soapstone quarry sites in Southside region and will seek to attract a graduate student to pursue more systematic studies of such sites and prepare a nomination on one or more sites; and will undertake a limited architectural survey of historic buildings and structures associated with the storage, sale and marketing of tobacco in Petersburg and vicinity.
 - PRPO: Will conduct a pilot archaeological field project in Richmond County in collaboration with the Richmond County Museum to promote archaeological site stewardship and survey.
 - RRPO: Will assist the CRPO soapstone study by conducting subsurface evaluation of two quarry sites in Floyd County; preparing a report on soapstone quarries in Floyd County; and conducting limited reconnaissance-level survey of soapstone quarries in

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Franklin County. RRPO will undertake a survey/study of mid-nineteenth-century Roanoke area houses built by members of the Deyerle family, with detailed documentation of brickwork. RRPO will examine the Library of Virginia digitized WPA historic inventory to identify slave dwellings in Southwest Virginia; this research will be used to prepare a study on slave dwellings in the service area. RRPO will document the log summer kitchen at Green-Richardson House, Roanoke County.

- WRPO: Will continue to do background research on Shenandoah Valley pottery sites
- Strengthen statewide survey program and services
 - Use information technology to increase access to data about the program, and its results
 - Use agency and eVA procurement websites for Cost Share RFPs
 - Provide survey data to localities on removable media
 - Implement and continue phase II development of HRDSS web enabled data sharing system in partnership with VDOT
 - Continue partnership with VDOT to scan Cost Share survey reports to CD-ROM and explore the best methods for making these CD's available to both the public and other public agencies
 - Update the state survey manual to reflect changes growing out of the new HRDSS
 - Put survey manual on the DHR web site
 - Conduct training workshops for volunteers interested in surveying cultural resources and continue to pursue opportunities for joint archaeological survey projects with the ASV and academic archaeological programs.
 - CRPO: Will develop field schools for Earthwatch volunteers and for ASV members at Ft. Christanna ; invite UNC Anthropology Department at Chapel Hill to investigate the archaeological remains of an early 18th century Indian settlement near Ft. Christanna; and undertake architectural survey project with U.Va interns in Bowling Green, Caroline County
 - PRPO will conduct one archaeological field school in Isle of Wight County for local volunteers and participants in the DHR/ASV/COVA archaeological certification program; will complete with ASV certification program participants all artifact analysis and a final summary report for an earlier Isle of Wight County field school conducted in 2001. Will assist CRPO in conducting an archaeological field school for ASV members at Fort Christanna in Brunswick County.
 - RRPO will assist ASV Roanoke Chapter survey efforts to identify and document archaeological sites.
 - WRPO will incorporate ASV volunteers in Threatened Sites and S&P and CLG projects as feasible.

Certified Local Governments

Increase local government participation in the federal Certified Local Government program .
Reorient and strengthen the CLG program to serve local governments even better–

- DHR will manage the 2001-2002 CLG grants for successful closeout by September 30, 2002

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- CRPO: City of Richmond(Architectural survey and nomination of Oakwood/Chimborazo Historic District, CLG training at PAV conference in September 2002) , City of Petersburg (Design Review Guidelines) , Hanover County (NR nomination), Hanover County (Archaeological Investigation and Analysis)
- PRPO: No projects in the region this year.
- RRPO: No projects in the region this year.
- WRPO: Clarke County(African-American Historic Context), Town of Leesburg (Civil War forts), Town of Leesburg (architectural survey), Town of Middleburg(Historic District expansion architectural survey), and Arlington County(2 PIFS, 1 National Register district nomination)
- CLG Coordinator will review priorities, solicit and appoint a team to review applications, and select projects for 2002-2003 awards.
- CLG Coordinator will update files on all CLGs and evaluate the status of eight CLGs.
- CLG Coordinator will assist the PAV in planning for training for CLGs/ARBs at the PAV
- Promote program and make CLG promotional presentations on request. Targets include:
 - CRPO: City of Hopewell; Chesterfield County.
 - PRPO: will target Isle of Wight County, King William County, Northumberland County, and Surry County.
 - RRPO will continue to encourage CLG applications from Danville and Roanoke City.
 - WRPO: Loudoun County; Town of Washington in Rappahannock County; Town of Stephens City in Frederick County; Town of Front Royal in Warren County; and Fauquier County.
- DHR will continue to implement recommendations made in the final report of the CLG Task Force through 9/30/2002.

Comprehensive Planning

Substantially increase support for local government comprehensive planning—

- Regional offices will provide planning services in support of regional and local planning efforts.... Priorities for 2001-2002 are to present a regional workshop in the Winchester service area on how to put historic resources into local comprehensive plans, to provide technical assistance upon request from planning departments in updating preservation plans and historic resource components in comprehensive plans and to encourage CLG/ARB participation in training sessions at the statewide PAV conference.
- CRPO will take lead in organizing regional planning workshop for WRPO service area and will promote S&P program in promotional meetings with five localities; and will take the lead for DHR in cooperating with the National Trust, City of Richmond, PAV, Historic Jackson Ward Association and Jackson Ward individual and institutional property owners in developing a vision for Jackson Ward's renewed cultural and economic vitality.
- PRPO will assist in re-establishing two "roundtable" meetings for local ARBs/CLGs on issues of local concern.

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- RRPO will refine and deliver a presentation for ARBs on the use of artificial materials on historic buildings on request.
 - WRPO will assist the Shenandoah Valley Battlefields Foundation in developing and implementing resource protection strategies for Civil War battlefields and other significant historic resources in the Valley. WRPO Director will continue to serve on the Foundation's battlefield property assessment and acquisition committee.
- Get local governments to see tax credits as vital elements of economic development
 - Increase both amount (see survey data above) and accessibility (see Goal II) of historic resource survey data

Project/Property Specific Services:

Review and Compliance

Help to preserve the historic nature and sense of place in local communities affected by federal agency actions through promotion of the consultation process established in Section 106 of the NHPA

Review state and federal projects under environmental and preservation laws:

- Regional offices will assist Project Review Division as requested on local projects under DHR review, including an anticipated four field inspections by each office
- Anticipated review/consultation caseload:

Type of Action	Federal Projection	State Projection
Additional Information Provided	354	8
Survey	41	1
Eligible	50	4
No Effect	1539	112
Not Eligible	100	5
No Adverse Effect	155	16
Conditional No Adverse Effect	97	NA
Memorandum of Agreement	15	
Programmatic Agreement	3	
Technical Assistance	365	85
Adverse Effect	45	1

Work with federal, state and local agencies to streamline and facilitate the review process:

- RSR will pursue programmatic memoranda of agreements with the following agencies with the expectation that 1-2 will be finalized in the coming year.

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- A state level programmatic agreement between DHR, Department of Mines, Minerals, and Energy, the Office of Surface Mining, the Advisory Council to further streamline review of coal mining projects.
- Rural Development (rural housing program)
- A state level programmatic agreement for all US Fish and Wildlife Service actions
- Arlington County to streamline the Section 106 review process for HUD and CDBG projects.
- RSR will also work to update Programmatic Agreements with the City of Richmond.
- RSR will work with VDOT to find ways to streamline the review of projects anticipated under the Virginia Transportation Act.

Review and/or issue and monitor state permits:

Permit type	Projection
Burial permits	7
State Lands (archaeology) permits	4
Cave Permits (reviewed)	2
Underwater Permits (reviewed)	6

Provide advice and support to joint long-range planning activities:

- RSR will continue to represent the department in joint efforts with the Transportation Research Council. A new theme of transportation-related analysis will start this year, coordinated through the Transportation Research Council: analysis of historic roads and transportation corridors. While this is not likely to produce a comprehensive survey of Virginia roads, or a detailed treatment plan, it is likely to give us valid criteria for analyzing roads, railroads, canals, and similar resources in National Register terms. Most of the HSTG members are expected to participate in this study. I expect perhaps four meetings during the year.
- RSR will continue to provide services, as necessary, to the Historic Structures Task Group, a joint effort between VDOT, DHR, and the Transportation Research Council.
- RSR will work with the Norfolk Naval Shipyard to develop a CBE (Categorization of the Built Environment) study in preparation for working on a Programmatic Agreement.
- DHR will continue to serve as co-sponsor of NPS's Chesapeake Bay Gateways and River Trails Initiative. During FFY2001-2002, agency lead for the program will be transferred from Community Services Director to PRPO Director or designee.
- PRPO will provide continuing technical assistance as requested, including review of survey work, for archaeological survey of naval shipwrecks in Virginia sponsored by the Naval Historical Center.
- The RID Survey and Register section will initiate and organize a one-day workshop with district and central office environmental staff of the Virginia Department of Transportation to discuss procedures for data sharing and evaluating potential historic resources, and to address issues of mutual concern relating to cultural resource management.
- RSR will conduct 4 workshops on 106. Likely target agencies include: FAA, RD-Rural Housing, Corps of Engineers, FUDS, and FCC(for consultants).

Historic Preservation Easements:

Facilitate the voluntary donation of approximately 150 preservation easements for a total of 400 voluntary private easement donations by the 400th anniversary in 2007.

- RSR with assistance from regional offices will negotiate and complete new historic easement documents for approximately 10 new easements from General Assembly Grant projects, 10 private owner donations, and 5 easements from other federal or state grants through September 2002.
- PRPO will consult with owners of all local archaeological resources nominated in last five years for possible donation of preservation easements.

Fulfill DHR's legal obligation to monitor each easement annually (both voluntary and mandatory donations)

- RSR: Monitor an anticipated 100 resources under easement through formal inspections, drive-by inspections, and other contact with owners.
- RSR will continue to refine the database of easement properties by filling in fields for data on easement inspections.
- RSR will improve ongoing contact with easement property owners by developing a listserve or email distribution list .

Historic Rehabilitation Tax Credits

Increase private investment in rehabilitation of historic resources by an average 10% annually over the next five years (through 2004). Projections for 2000-2001:

	Federal	State
Part I Applications	125	150
Part II Applications	100	125
Part III Applications	60	70

Promote both the demand and the supply side for the state and federal rehabilitation tax credit program by

- Training local officials, developers, Main Street managers, and related consultants about the program;
 - RSR, in conjunction with each regional office, will develop an effort to target neighborhood associations to present information on the tax credit program. A separate effort will be launched by RSR to reach out to developers, financial organizations, and/or attorneys to generate interest in the tax credit program.
 - CRPO will conduct a minimum of two tax credit workshops (likely venues include Bowling Green, Caroline County, and Rivermont neighborhood, City of Lynchburg).
 - PRPO will conduct one tax credit workshop for four Norfolk communities recently listed on the Virginia Landmarks Register (North Ghent, Berkley, Colonial Place, and Winona).
 - RRPO will conduct tax act workshops in Bristol and Roanoke.
 - WRPO will assist the DHR Tax Credit Program staff in presenting one tax credit workshop in the region.

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- Regional offices will explain the incentive program through mailings to and personal consultations.
- RSR will develop a power point presentation on the tax act program for use in workshops.
- RSR in cooperation with regional offices will establish an easement and tax act program task force to re-examine the working relationships between the central office and regional offices in regard to the easement program and the tax act program, modeled on the work of the register task force.

Publish final regulations for state tax credit program.

Complete reciprocity agreement with Maryland for state tax credits.

DHR will promote creative use of federal and state tax incentives for the revitalization of residential and commercial buildings in Jackson Ward in partnership with the National Trust, PAV, City of Richmond and the Historic Jackson Ward Association

Virginia Landmarks Register/National Register of Historic Places

Manage the register process for an estimated 90 nominations to meet all state and federal legal requirements for nominations and board meetings.

Property Types	Projection
Districts-	15
Buildings-	65
Sites-	4
Structures-	1
Objects-	1
MPDs-	1

In addition to the sixteen individual and historic district nominations from Cost-Share projects listed earlier, anticipated nominations include:

- CRPO: Oakwood/Chimborazo Historic District, City of Richmond; Albemarle County (expansion of existing district); Bowling Green Historic District, Caroline County; and CRPO-initiated nominations for Ft. Christanna nomination addendum to include early 18th century Indian settlement and for addendum to Conjurer's Neck, Colonial Heights nomination. Other possible nominations that may be completed in 2001-2002 include Oak Grove, Campbell County; Sacred Heart Church, City of Richmond; and Rivermont Historic District, City of Lynchburg, and a boundary expansion for Jackson Ward, City of Richmond.
- PRPO will complete nomination for Smith Pharmacy, Newport News,; anticipate reviewing 6 PIFs, 4 individual nominations and nominations for two districts in the City of Norfolk and revised nomination for Suffolk Historic District; complete an archaeological nomination for Mount Pleasant, Surry County;
- RRPO anticipates nominations for the Eli Davis House, Wythe County; and the Jackson House, Wytheville, and a completed historic district nomination for Bristol; will initiate contacts to pursue the possibility of preparing a thematic nomination for six twentieth-

century “Rock Churches” constructed by Robert Childress in Carroll, Floyd, and Patrick counties.

- WRPO anticipates receiving completed nominations for the Washington Avenue Historic District in Fredericksburg, Lyon Village Historic District and Lyon Park Historic District in Arlington County, Leesburg Historic District expansion in the Town of Leesburg, Opequon Historic District in Frederick County, and a multiple resources nomination for Alexandria’s African-American Heritage. WRPO will also visit each National Register-listed property and historic district in Warren and Shenandoah Counties to inspect their state of preservation and condition and re-photograph them to update our slide collection.

Strengthen both Virginia Landmarks Register and National Register of Historic Places as needed to support local government planning, tax credit projects, and easement donations

- Strengthen capacity to handle increased numbers, complexity, cost, and consequences of procedural and notification requirements.
- Continue general streamlining strategies that result in easing the amount of materials and labor needed for each board meeting.
- Use information technology strategies to improve the process, communication and services of the register program
 - Distribute information and materials to board members via email. Explore and test using email for nomination and PIF review.
 - Developing (and possibly linking to DSS) a tracking system to monitor status of PIFs and nominations in the process
 - Continue to use web site as one avenue for general notification
 - Assess effectiveness and revise as needed Register area of Intranet for internal communication
- As a result of the recommendations of the Staff Task Force, the Register Section will write a Register Procedures Manual. 2001
- Regional offices will conduct register workshops for the following localities:
 - CRPO will conduct two register workshops (likely venues are Town of Bowling Green; Rivermont neighborhood, City of Lynchburg; Halifax County; or workshop in New Kent County for historic mill owners in Virginia.)
 - PRPO will conduct four register workshops for recently completed Cost Share surveys (City of Hampton, James City County, Southampton County, and Westmoreland County).
 - RRPO: will conduct register workshops for Grayson and Tazewell counties.
 - WRPO: No workshops planned in view of other workshop commitments.

Covenants & Development

Monitor sensitive treatment and public accessibility of 31 historic properties with existing federal covenants (formerly 43 properties) through

- Monitoring individual properties in tandem with inspections associated with state grants and easements

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- Forming a short term task force to re-examine appropriate notification and monitoring of old covenants as those agreements reach their term and given the overlap between covenanted properties and those receiving state grants or under state easements. Strategies for monitoring will be developed consistent with the operations of related programs.
- B. Help communities, historic attractions and educational institutions meet the Governor's Tourism goals and prepare for quadri-centennial commemoration of 2007

Participate fully in Jamestown-Yorktown's preparations for 2007; and work with Virginia Tourism Corporation, local communities and historic attractions to enhance tourism benefits of historic attractions

- Participate in and staff meetings for the Virginia Cultural Network Council (the prime conceptual team for statewide heritage tourism product development) 2007 promotion and networking
- Assist/catalyze the development of 2-5 new heritage tourism trails and/or thematic alliances by 2007. Targeted partnerships include:
 - Interstate Indian Trading Path trail – RID/CRPO
 - Native American Trail/Trails (in cooperation with DCR and the Virginia Council on Indians) -- RID
 - African American Trail (lead sponsorship by VTC/VFH) – RRPO
 - Virginia Aviation Trail (America's Aviation Adventure) -- RID
- On a case-by-case basis, help communities identify and preserve the historic resource base for heritage tourism and providing the character to support that community as a multifaceted tourism destination – not just a collection of smaller attractions
- Foster the use of registered properties in tourism – as attractions, as infrastructure and as context and background

RID will chair an interdivisional task force to re-examine agency priorities for 2007 and identify ways and means of moving priority projects forward. Previously identified priorities include:

- Registration of resources that reflect multicultural diversity
- Promote public and civic participation in records search and archaeological investigation of Frontier Forts in the Great Valley of Virginia.
- Ft. Christanna
- Virginia Company and Jordan's Point publications
- Enhancing the Historic Highway Marker program

Historic Highway Markers

Fill the "holes" in the Historic Highway Marker system by 2007 using a combination of TEA-21 and private or local funds.

- Prioritize and replace approximately 85 missing, damaged, and outdated markers using TEA-21 funding and will prepare approximately 40 new marker texts for approval by the HRB.

Further promote the marker program's importance to tourism in the state and the preserving of Virginia's history. To better promote the marker program DHR will:

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- Work more closely with other state agencies to make them and their customers more aware of the program.
- Continue to send out press releases on the program, attend marker dedication ceremonies, make presentations and be visible to the public.

Use technology to improve management and accessibility of highway marker data:

- Create a marker program procedure and guidelines manual to assist in determining ways to streamline the program to enhance management of it using technology.
- Create and implement a database and GIS layer for both information and tracking.
- Investigate the possibility to partner with VDOT and VTC to put highway marker texts/images on the VDOT/VTC Web Site.

C. Encourage and enable good stewardship of historic properties owned by state and federal agencies

Update the survey of state-owned historic buildings begun in the 1980s.

- RSR will work with RID and regional offices to evaluate and begin updating survey data on an agency by agency basis
- RSR will develop a plan for transmitting DHR state-owned building data to appropriate state agencies

Assist state agencies in managing and interpreting state-owned historic properties

- Review state projects in a timely manner (see Review and Compliance section above)
- Renew MOU with University of Virginia
- Promote development of cultural resource management plans for state land management agencies as we have done with DCR and State Parks and are now doing for DGIF for its wildlife management areas
- Respond to request for help with forest stewardship plans
- Assist in interpreting state-owned resources for public educational and tourism benefit (see ARKs in the Parks initiative under Archaeology below)
- Continue to promote historic designation for state-owned eligible properties

D. Strengthen statewide archaeological survey, research, and protection

Develop a State Plan for Archaeology in cooperation with the Council of Virginia Archaeologists and the Archeological Society of Virginia

- Produce thematic studies from newly automated site inventory data-base and GIS to support improved archaeological research and survey planning at statewide, regional, and local levels – 2-5 such themes developed in the first three years following completion of database program upgrades currently being planned in cooperation with VDOT.

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- Using agency documents evaluating the quality and level of archaeological survey, and the tools offered by the new DHR database management system, systematically identify those localities most in need of comprehensive archaeological survey.
- Develop and implement archaeological components for a strategic plan for survey of a full range of historic resources state-wide
 - RID in consultation with RSR and regional offices will identify thematic and regional survey gaps (on biennial cycle) using technology associated with the new resource database management program.
 - Regional offices will conduct limited surveys and field testing to promote professional interest in larger theme studies of significant resources as follows:
 - CRPO: Will continue to do background research, professional consultation and limited testing on soapstone quarry sites in Southside region and will seek to attract a graduate student to pursue more systematic studies of such sites and prepare a nomination on one or more sites; and will undertake a limited survey of historic buildings and structures associated with the storage, sale and marketing of tobacco in Petersburg and vicinity.
 - PRPO: Will conduct a pilot archaeological field project in Richmond County in collaboration with the Richmond County Museum to promote archaeological site stewardship and survey.
 - RRPO: Will assist the CRPO soapstone study by conducting subsurface evaluation of two quarry sites in Floyd County, preparing a report on soapstone quarries in Floyd County; and conducting limited reconnaissance-level survey of soapstone quarries in Franklin County. RRPO will undertake a survey/study of mid-nineteenth-century Roanoke area houses built by members of the Deyerle family, with detailed documentation of brickwork. RRPO will examine the Library of Virginia digitized WPA historic inventory to identify slave dwellings in Southwest Virginia; and use this research to prepare a study on slave dwellings in the service area. RRPO will document the log summer kitchen at Green-Richardson House, Roanoke County.
 - WRPO: Will continue to do background research on Shenandoah Valley pottery sites

Provide professional and volunteer training opportunities

- Institute a more formal internship program (agency-wide) working with local universities
- Support the joint ASV/COVA/DHR archaeological certification program
 - Participate on certification committee
 - Hosting one or more workshop(s) each year
 - Conduct one lab training workshop series
- Conduct at least one professional training workshop (curation workshop targeted for fall 2001)
- See Fort Christanna fieldschool project under Goal I, Objective A
- Incorporate volunteer and training activities through Threatened Sites projects when feasible

Continue Time Crime partnership with Department of Criminal Justice Services to train enforcement personnel in how state and federal laws apply to archaeological resources

- All offices will provide staff support to investigations by state and federal officials as requested

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- Field offices and RID will assist DCJS in workshops on “Theft of Historic Resources” for law enforcement officers as requested (number of workshops determined by DCJS).

Continue statewide survey, registration and review activities:

- DHR-sponsored surveys and surveys conducted through project DHR reviews will add an estimated 700 archaeological sites to the agency inventory.
- DHR-sponsored Cost Share projects will result in 2 archaeological survey reports for projects in Washington County (pottery study) and in Prince William County (Rippon Lodge) and a countywide archaeological assessment for Westmoreland County.
- DHR staff will prepare or provide substantial assistance in preparing 2 archaeological nominations to the state and national registers:
 - CRPO: Ft. Christanna nomination addendum to include early 18th century Indian settlement and for addendum to Conjurer’s Neck, Colonial Heights nomination.
 - PRPO: Will complete an archaeological nomination for Mount Pleasant, Surry County; will consult with owners of all local archaeological properties nominated in last five years for possible donation of preservation easements.

The expanded DHR Archaeological Board will meet monthly to review DHR archaeology program accomplishments during 2001/2002 and progress on recommendations provided by the 1999 Archaeology Commission report and continuing input from the archaeological community.

Conduct archaeological outreach, tourism and education activities both statewide and in the regions

- Coordinate statewide Virginia Archaeology Month activities
 - Virginia Archaeology Month 2001 will be completed in October. 48 institutions have committed to hold 54 events.
 - RID will coordinate Virginia Archaeology Month 2002 in consultation with and with assistance from all regions. In addition to the traditional poster and calendar, event information will be posted on the DHR web site.
 - RID will convene at least one planning session with archaeological partners to establish long-range framework for Virginia Archaeology Month leading up to 2007. Seeking themes and partners for specific years appropriate to 2007 themes and exploring other avenues to maximize program effectiveness.
- RID will investigate and seek funding for developing Teacher In-Service training days in 2002 for implementation during the 2002-2003 year.
- RID will display changing exhibits in windows and existing cases in the study collections and conservation labs at the Richmond office.
- RID will conserve items selected for exhibit on an as needed basis. RID will also target and complete treatment on at least 25 objects from the study collection by June 2002.
- RID will work with at least 6 State Parks in partnership with DCR to provide ARKs and training for park staff to result in archeological programs for children in the parks. ASV and COVA will also be enlisted as partners in the program.

Continue active archaeological research and related services:

- CRPO will carry out research on Ft. Christanna in cooperation with Earthwatch and ASV; will continue research and fieldwork at selected soapstone quarry sites in the Capital region, in cooperation with RRPO archaeologist; will seek funding for glass hydration study; and seek additional funding sources for on-going research at Ft. Christanna. 2001-2002 research focus at Ft. Christanna will be to further define the boundary of the Saponi Indian settlement near Ft. Christanna; and devise and implement sampling strategy for testing interior of Ft. Christanna. Focus of educational outreach in 2001-2002 will be to present research results to date at Ft. Christanna.
- PRPO will coordinate, with assistance from other regional office archaeologists, the Threatened Sites Program, minimally including the completion of three assessment/stabilization/excavation projects, specialized analyses/report preparation for seven prior projects, and reinterment of excavated human remains from two prior projects. DHR will consult with COVA and ASV in evaluating and ranking 2002-2003 proposals for field investigations of threatened archaeological properties. Field offices will assist in evaluating proposals, prioritizing sites for funding, and provide volunteers with opportunities to contribute to DHR Threatened Sites archaeological projects. Regional Office assignments for individual 2001-2002 Threatened Sites projects include:
 - CRPO – Williamson Site, Dinwiddie County, Analysis.
 - PRPO – Bennett Ossuary, King and Queen County, Analysis; Cactus Hill, Sussex County, Analysis; Eastern Shore Ocean Side Erosion Assessment; Mitchell Plantation, Dinwiddie County, Report Preparation; Partridge Creek, Amherst County, Report Preparation
 - RRPO – Manage completion of eight consultant contracts for Thomas-Sawyer Site, Buzzard Rock, Roanoke County, Report Preparation (with PRPO).
 - WRPO – Fawcett House, Frederick County, Excavation ; Woodlawn Ossuary, King George County, Stabilization/Analysis; Fisher Site in Loudoun County.
- PRPO will continue into second phase of three year project leading to the completion of all artifact analysis and a final report for archaeological excavations at the Nanzattico site in King George County. During 2001-2002 the analysis of all ceramic artifacts (initiated in 2000-2001) and lithic artifacts will be completed.
- RRPO: In addition to investigations listed above, will prepare a report on field investigations at Maher Field, Roanoke City.
- RID staff will enter data into and complete the Inventory of Archaeological Collections in Virginia – surveying universities, museums and other repositories of collections for information on site number, site name, type of site, number of boxes of artifacts, general content of boxes, date of excavation, name of collector. (S)

Write and publish archaeological reports and other documents for scholarly and public audiences

- Publish scholarly archaeological research reports on Mitchell Site and one other site, the Virginia Company Report, and
- PRPO, in consultation with regional office archaeologists, will submit for publication minimally three final reports for Threatened Sites projects.

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- PRPO, in consultation with regional office archaeologists, will complete an archaeological field manual (based on draft initiated in 2000-2001) to be used in departmental archaeological field projects.

Support archaeological partnership activities with ASV and COVA (F/S):

- Send staff representatives to statewide meetings
- Prepare display materials and provide limited staffing for joint State Fair exhibit
- Provide staff expertise to committees, as chapter and event speakers (on request and as feasible)
- Participate in the ASV/COVA/DHR certification training program (on the committee, as trainers, hosting workshops)

E. Promote use of Civil War Battlefields as community, educational and tourism resources and as models for entrepreneurial preservation options

WRPO will assist the Shenandoah Valley Battlefields Foundation in developing and implementing resource protection strategies for Civil War battlefields and other significant historic resources in the Valley. WRPO Director will continue to serve on the Foundation's battlefield property assessment and acquisition committee.

Promote acquisition of nationally significant Civil War Battlefields through:

- Encouraging use of the Land Conservation Fund to purchase battlefield lands or easements
- Advising local governments about how to apply for LCF, state grants, and federal Land and Water Conservation Funds for battlefield preservation

Expand existing cooperative agreement with NPS to build on common missions, mutual interests and mutual needs for meeting and exhibit space, enhanced program and publications delivery, archaeological resource management capability in promoting public understanding and appreciation of the Civil War in downtown Petersburg.

- CRPO will continue planning and negotiations with NPS Petersburg National Battlefield Park, VDOT and the City of Petersburg

Promote use of easements and other creative tools for battlefield preservation.

- Encourage the Virginia Outdoors Foundation to seek out easements on battlefield properties, and to write easement agreements to protect the essential characteristics of battlefields as appropriate.

Promote tourism value and use of Civil War Battlefields and related sites:

- Encourage private and public battlefield preservation efforts to develop collaborative Civil War thematic trails and interpretation generally
- Promote recently published Guidebook to Civil War Battlefields
- Provide staff representation to Civil War Trails organization

- F. Enhance the public benefit of restoration, education and operations projects as provided for in grants made by the General Assembly

Manage the state historic preservation grants program, providing information and technical assistance as required.

- Manage 39 state historic preservation grants.
- Regional offices will assist in monitoring the rehabilitation grants in their service on request.

- G. Improve coverage of parts of the state where DHR services are stretched thin

- Prepare budget proposal to address regional and related central office staffing needs and access to state of the art tools, training and equipment.

- H. Increase public benefit of historic resources and agency programs

Develop joint application forms and procedures where feasible for DHR and other related incentive programs

- Explore feasibility of merging the Part I Tax Act Application and the PIF form and joint CLG/S&P applications for CLGs.

Focus IT efforts on ways to improve communication and service delivery as well as data management.

- Re-evaluate the use of list serves and alternatives and identify strategies to serve comparable collective communication objectives
- Institute an inter-divisional task force on electronic retention issues
- Prioritize and develop or revise and determine how best to use agency databases that will supplement or link to DSS (some targets include the existing project review and easement databases, contacts list and proposed register and highway marker databases).
- Examine and explore ways of updating IT infrastructure to address growing needs

Provide and continually improve service and effectiveness of all related programs including survey, register, environmental review, tax credit certification, certified local government and state grants, historic highway markers, historic preservation easements, archaeological research, records and data management, archaeological collections management, educational, training and publications programs.

- Specific strategies noted elsewhere as improvements to program areas under the objectives that those programs most closely address
- Institute a more formal internship program (agency-wide) working with local universities

Provide on-going professional development for agency staff to improve and enhance services in all areas:

- Finalize training task force report, evaluate and determine ways and means to implement recommendations

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- I. Undertake as a new, cross-cutting initiative a focus on resources demonstrating the contribution of women in Virginia history
- Establish a task force to study the issue of women's history and its application to historic preservation and to determine more specific strategies for the upcoming years
 - Give priority attention to register nominations and other projects to identify, recognize, protect and interpret places that commemorate the role of women in Virginia history
 - Focus educational and promotional efforts on the theme of historic places related to women's contributions to Virginia history

Goal II: Practice good stewardship, including both good care and management and effective use, of the information, records and artifacts that the department holds in trust for the citizens of the Commonwealth

The Department's role is both to establish and maintain a permanent record of those resources, and to make those records and artifacts accessible to support historic preservation, education, and sound decision-making.

Objectives:

- A. Enhance accessibility of historic resource records both on-site and on-line while maintaining a high level of care and security

Implement the historic resources inventory data sharing system (DSS) developed in partnership with VDOT over the past year

- Launch phase one (data entry and basic reporting) in November 2001
- Complete GIS portion for targeted launch in late 2001
- Identify and follow up on continuing refinement and improvement tasks

Use the new system to identify gaps and weaknesses in the data itself and develop strategies and schedule with the consultant and user communities to address and correct these issues.

Seek funding to address the next phases of digital imaging to improve usefulness of historic resource records

Train central and regional office staff in new data sharing system, archives inventory database, and other databases as appropriate.

- Conduct training intensively in October through December 2001 for primary user groups (DHR and VDOT staff, consultants, state and federal agency users; local government planners); conduct ongoing training as needed thereafter

Participate in the new DECI (Demographic, economic, cultural and infrastructure) Work Force under the auspices of the Virginia Geographic Network (VGIN) to address mutual interests of 6 non-natural resource state agencies relating to GIS.

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- B. Maximize care and public benefits of the approximately 6 million objects curated in the department's archaeological collections

Complete improvements to state archaeological collections management for maximum security and use in meeting all relevant DHR mission and goals

- Manage and care for the collections following professional standards for acquisitions, loans, conservation, storage, record keeping and exhibition through 2002.
 - Accession 10 anticipated collections from professionally conducted archaeological projects and private collections
- Work with statewide and regional colleges and universities to increase research use of collections
 - Use fall curation workshop and a spring workshop (on prehistoric collections) to stimulate research interest

- C. Manage and add to agency archives and library to enable agency staff and constituents to accomplish objectives in Goals I & III

- Manage paper records to meet professional standards
- Manage systematic review and purchase of books, reports and other records needed to fulfill mission
- Manage and update electronic data as well as paper records on all classes of historic properties
 - Review and establish procedures for data entry and updating GIS and other database and inventory information
 - Cross-train staff for more efficient management of data systems
- Provide a high level of customer service to all customer groups including local government, state and federal agency, consultants, elected officials, and staff
- Require property owners, consultants, volunteer surveyors and local site stewards to contribute site information in an appropriate format
- Address issue of CRM reports rapidly exceeding available shelf space
 - Explore new or alternate shelving/access strategies
 - Investigate use of CD copies of CRM reports for access use

DHR will participate in the new DECI (Demographic, economic, cultural and infrastructure) Work Force under the auspices of the Virginia Geographic Network (VGIN) to address mutual interests of 6 non-natural resource state agencies relating to GIS.

Goal III: Get the word out about historic places, their role in economic and educational success, and the tools available to make it all work

The Department pledges itself to foster a greater appreciation of these resources among the citizens of the Commonwealth. People cannot make sound preservation decisions unless they know about the resources and fully understand their importance – or how to use them.

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Objectives:

- A. Increase community knowledge of their historic assets and how to use them for greater economic, educational, tourism and civic benefits

Regional offices will cooperate with the National Trust for Historic Preservation and the Preservation Alliance to organize and present the last in a series of five collaborative regional networking workshops for private, not-for-profit, preservation organizations to identify common regional needs and to develop and implement strategies by the NT, PAV and DHR to address them.

Develop informational pamphlets or web documents that can also be downloaded and used as handouts on archaeological survey, stewardship, and related topics

Each field office will make a minimum of 12 presentations on Virginia history, architecture, archaeology and history to local heritage and civic associations.

- B. Maximize accessibility of information on historic resources, preservation benefits and tools and DHR programs and services

Sponsor, in cooperation with other appropriate partners, statewide events, activities and programs that highlight Virginia's historic heritage and the benefits of historic preservation

- DHR working through its CRPO in planning for 2002 PAV Conference in Richmond
- See partnership activities under archaeology objective
- Support the efforts of DHR's Regional Advisors to promote statewide observance of National Historic Preservation Week
- Coordinate Virginia Archaeology Month for October 2002
- Participate in joint ASV/DHR state fair exhibit in September 2002
- Promote good stewardship of historic resources through involvement in Operation Spruce Up and Fall River Renaissance.

Conduct training workshops and presentations:

- RSR will conduct 3 public workshops to promote the easement program.
- RSR will make presentations at as yet undetermined venues to reach out to developers, financial organizations, and/or attorneys to generate interest in the tax credit program.
- RSR will give three workshops that include components on interpreting the Secretary of the Interior's Standards for Rehabilitation.
- See also items listed where training addresses specific objectives under Goals I & II

Continue development of DHR web site for structure and content, including textual information and databases

- Adapt and upload the comprehensive state plan and heritage tourism handbook.
- Develop and implement a process for maintaining and updating the web site on a regular basis and for managing additional content development for the site. Examples include:

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- Routine updating of calendar, new information on registered properties and board meetings
- Updating environmental review pages to reflect changes in laws and links to regulatory sites
- Obtain training in necessary Web programming to implement development plans.
- Seek funding to enable databases to be hosted on the Web site. Incorporate new sections already prepared on C14, CRM and other databases.
- Determine management of “VAARCHNET” component and process for regular maintenance and updating.
- Place appropriate agency forms on the Web site to enable users to fill them out and send them in—Make as many forms as feasible interactive by December 31, 2002

Update, revise, reprint and distribute informational and advisory publications that DHR customers need to meet their preservation goals and to use DHR services, including

- Three quarterly published newsletters and 1 End of Year Report,
- The annual journal *Notes on Virginia*
- Scholarly archaeological research reports on Mitchell Site and one other site (explore feasibility of producing reports on CD-ROM), the Virginia Company Report, and
- Continue the process of gathering data and text for production of the CD ROM version of the Virginia Landmarks Register Book, and transfer register entries from Notes on Virginia onto a CD ROM
- Produce a series of articles on the tax credit program for publication in various Virginia periodicals;
- Issue press releases in support of the Threatened Sites Program; highway markers and properties named to the registers.
- Contribute articles to the quarterly Preservation Alliance newsletter.

Continually review and assess the need for additional informational preservation “tools”; develop, publish and distribute this as needed, including hard copy or web site versions

- See Community Awareness Campaign, separate program area sections
- RSR, with assistance from Administration, will continue to refine the easement database by addressing technical difficulties and entering additional information on easement properties.
- RSR will compile a catalogue of easement properties based on the easement database and available through the department’s intranet for printing from staff desktops.
- RID will print the brochure developed by RSR to market the historic property easement program.
- RSR will work with the City of Richmond to publish a new brochure/publicity piece or otherwise promote the tax credit program as an incentive to rehabilitating structures in the city’s historic districts.
- RSR, in conjunction with RID, will develop a PowerPoint presentation to market the federal and state rehabilitation tax credit programs.
- RID will meet with staff of each regional office to determine how best to promote the agency message of preservation through publications and Web site development
- RID in consultation with RSR and CSD will develop a targeted distribution list and circulate the DHR power point presentation

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- RID and RSR in consultation with the regional offices will complete reorganization of the contacts database; add email addresses to it for categories such as easement and register that require regular contact with owners.

Publish thematic surveys conducted by DHR through in partnership with local governments, historical societies and interested corporate sponsors.

- Explore potential for digitizing thematic studies growing out of survey projects conducted under the DHR Cost Share program for broad public distribution (examples: Louisa Gold Mines, Petersburg African-American Cemeteries; Gloucester County Country Stores)

Promote publication by local governments and community groups of local surveys conducted through cost-share projects.

- Encourage Cost-Share products submitted in digital formats to facilitate CD ROM or other digital publications and/or as step toward print publication.
- Continue working with VDOT to scan Cost Share survey reports and explore ways of making these available to the public and other agencies

Work with VDOT to publish in digital or print format archaeological survey reports and other studies germane to transportation and VDOT's cultural resource responsibilities

C. Improve outreach to students, their teachers and families – to meet the required Standards of Learning by "Teaching With Historic Places"

Realize the potential afforded by collocation with the Virginia Historical Society and participation with the Museums on the Boulevard group

- Complete construction of Solving History's Mysteries: History Discovery Lab exhibit for January 2002 opening. This exhibit will serve as the centerpiece of enhanced and thematically linked educational programs that promote understanding and appreciation for the value of historic resources and their benefits to communities.
- Expand exhibit benefits through development of ancillary educational programs including docent activities, travelling components, publications, lectures, teaching materials and activities fully consistent with the exhibit
 - Begin planning and fundraising in 2001-2002 as exhibit design-construction nears completion
 - Work with VHS staff to develop teacher's handbook and docent training to interpret and use the exhibit for educational purposes
- Explore opportunities for joint programs with VHS, and other Museums on the Boulevard educational coordinators for teacher training, exhibits, publications and special education events/activities to be implemented over the next 6 years.
 - Seek funds for possible Teaching With Historic Places Teacher's Institute in cooperation with VHS
 - Explore possibility of joint Teacher in-service training days
- Develop the full educational potential of the Richmond office ground floor (pending funding)
 - Design, install and update small changing exhibits in lab and front hallway